AROWS-R TDY Orders and Pullback Guide

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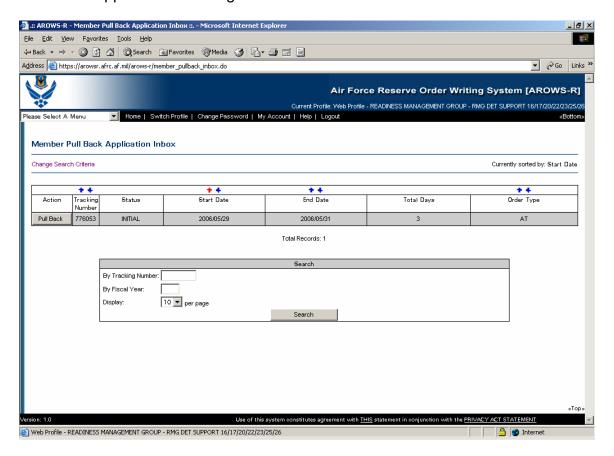
3.6 Temporary Duty (TDY)

A **TDY** application is not authorized unless the IMA is already in an active duty status (**RPA** or **MPA**) and will be sent to a **TDY** location from their assigned duty location. The assigned unit is responsible for completing a **TDY** application. **TDY** applications are not authorized for IMAs through the AROWS-R system.
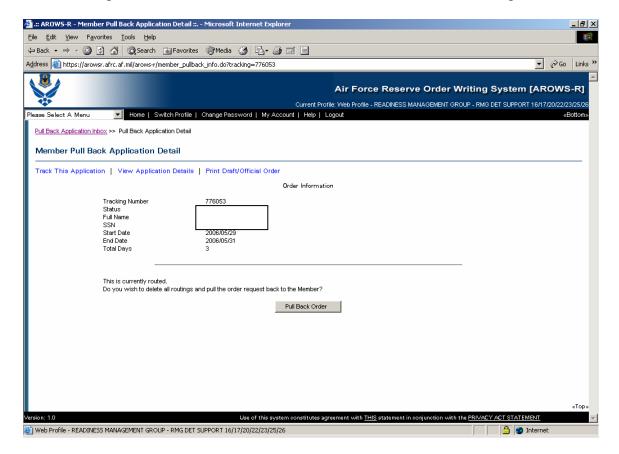
4   Pull Back Application

 The member may pullback an application to make changes before it is published, in order to "Pull Back" the application, select the "Member" menu and check for "Applications in Progress." You will see the below screen.

To initiate the action, click on the "Pull Back" button for the application you want to change.

NOTE: If the order has already been published, you cannot pullback the request, it will require a modification to the order (notify your Orders Specialist with the reason for the change by e-mail).

After clicking the "Pull Back" button, the member will see the following screen:

4.1 Pull Back Screen

After clicking the "Pull Back" button, the member will see the above screen:

Verify the information for the order on which you need to make changes is correct, and then click the "Pull Back Order" button to complete the action.

NOTE: If you pull back an order it must be rerouted through all the same organizations to be published (i.e. if the order has been through the Orders Specialist, Military Pay Specialist, Unit Commander, Wing Commander, MPF, Resource Advisor, and was only awaiting the action by the Certifier to be authenticated, it will have to go through all levels again before publishing).